

POSTER SESSION GUIDELINES
MBEA Fall Conference
Inn at Grand Glaize, Osage Beach
November 21-22, 2003

The poster session is a new fall conference event. Some of you may have attended poster sessions at ACTE or NBEA. This poster session will be presented in a similar manner. Posters may be used to share research you've done, information about your program, curriculum for your program or course(s), the organization of a classroom or student organization project, and others.

Posters may be set up Friday before or after the 8-9 p.m. opening session or Saturday no later than 8:15 a.m. Poster session participants will give their presentations from 8:30-9:20 a.m., but the posters will remain up until 11:20 a.m. on Saturday. Handouts should be available from 8:30-11:20 a.m.

Preparing Your Posters

A successful poster is not created overnight. A well-organized, visually-pleasing poster requires you to plan well in advance. A poster should be concise as the presenter is there to explain. A single page for each section with an emphasis on graphics would be appropriate. Photos may be used in addition to other illustrations. In preparing, think about your audience and consider the best way to present the text and graphics to them. When you assemble your poster session, consider the following points:

Composition

- Title
- Author's Name
- Abstract
- Introduction
- Methods
- Results (use graphs, tables, figures, photos, and text)
- Conclusions
- Acknowledgments

Use of Space/Layout

- Use a science fair or display board (approximate cost \$10-\$13).
- Pushpins are recommended to attach the materials to the board.
- A six-foot table will be provided to hold your display and handouts.
- Posters must be readable from a distance of four feet.
- The poster should be balanced and organized in a logical, sequential order.
- Material at the bottom third of the display board may be difficult to read.
- Keep amount of text to a minimum; emphasize graphics—tables, charts, graphs, diagrams, photos.
- Use white space wisely to make reading easier.
- Write text in a narrative paragraph form. Do not use an outline form.
- Viewers typically expect information to flow from left to right and from top to bottom. If you want a different flow, be sure to give explicit signals on your poster.
- Use headings and subheadings to label information.

Font Size and Lettering

- Use at least 36-point font for text and 48-point for the title. Avoid italics and fancy scripts and use no more than two font styles.
- Highlighting with colors or underlining important information is acceptable.
- Avoid using all capital letters except for the title.

- Use a laser or ink jet printer to produce professional looking sheets. Handwritten posters imply hasty construction.